

TERM OF REFERENCE

Position: Project Coordinator

Location: SCDI office, 240 Mai Anh Tuan, Ba Dinh, Hanoi

Working time: Fulltime

Report to: Project Manager/Children and Youth program manager

Organization information:

Established in January 2010, the Center for Supporting Community Development Initiatives (SCDI) is a non-governmental, non-profit organization registered under the Vietnam Union of Science and Technology Associations.

SCDI deeply believes that each individual and community has great hidden potential, which can be used not only to tackle their own problems, but also to contribute to the development of the society. Through the approach of empowerment together with policy advocacy, SCDI aims to create motivation and an environment for these potentials to be realized in favor of positive goals.

The Children and Youth program at SCDI focuses on marginalized and vulnerable children and young people, with a view to support and enhance their life skills, resilience, mitigate potential risks and increase their access to education, healthcare and opportunity for development.

Saving the future – Innovative strategies to control HIV among young people who use drugs in Vietnam (5PC project) is a 3 year project, funded by France's 5% Initiatives, which aims to enhance the quality of HIV intervention among the young people aged 16 - 24 who use drugs by means of innovative strategies. The project will be implemented in 8 provinces with a variety of activities ranging from research to service delivery with a close collaboration with community-based organizations (CBOs) and relevant stakeholders.

We are seeking qualified applicant for the position of Project Coordinator.

Responsibility:

The Project Coordinator will work in close collaboration with other team members and implementing partners to ensure that all activities are well coordinated to achieve the project goal and objectives, and most efficient use of resources. Tasks include (but not limited to):

- Contribute to the development of project's work plan and budget;

- Contact with central and local stakeholders (government agencies, health centers, CBOs, local authorities, etc.) to foster collaboration and promote project activities;
- Support Project Manager in preparing project documents and reports to the donor;
- Support Project Manager in negotiation and contract signing with local project partners;
- Coordinate, monitor and support the project team and implementing partners to organize project activities, and follow up to ensure delivery of desirable outcomes within projected time frame;
- Coordinate support for international experts and consultants to execute their tasks with the project as required;
- Participate in researches, evaluation and development of technical documents;
- Provide technical assistance and support to provincial project officers and partners;
- Review and consolidate reports of different project sites into the project report; timely provide feedbacks to solve problems and improve the project quality;
- Conduct quarterly and ad-hoc visits to project sites to monitor project implementation and provide technical assistance;
- Participate in relevant activities of the program and SCDI when required.

Knowledge and skills required:

- At least 4 years of work experience in social work, development project or children/youth related areas, with at least 2 year experience in HIV or drug addiction related interventions
- Bachelor degree, preferably in social work, public health, management or other social sciences
- Demonstrated ability and experience in coordinating project activities
- Demonstrated knowledge of children, young people and vulnerable groups that SCDI is working with (people living with HIV, sex workers, drug users, LGBT, etc.)
- Organizational and problem-solving skills
- Good communication and interpersonal skills
- Ability to work independently or in a team and with diverse groups of stakeholders
- High responsibility, resourcefulness, ability to handle multiple tasks and changing priorities
- Good English written and oral communication skills
- Competence in Word, Excel, Power Point and other internet-based working tools.

Other requirements:

- Willing to travel to project provinces
- No stigma and discrimination against people living with HIV, drug users and other vulnerable groups.

Salary and compensation:

- Salary is negotiable and commensurate with capacity and experience, with an opportunity of reviewed annually based on staff's performance.
- Benefit package (insurance, annual leave, health check and incentives) as regulated by Vietnam's Labor Law and SCDI's policies.
- Participation in staff development program.
- Probation: 2 months, salary during probation period is equivalent to 85% of starting salary.

How to apply:

Interested applicants should send a cover letter (1 page) and a CV (maximum 2 pages) via email to: nhungtran@scdi.org.vn

Submission deadline: June 20, 2016. Application is processed on a rolling basis.

Only short-listed applicants will be contacted and will be requested to provide 2 reference contacts.

SCDI offers equal employment opportunity for all applicants, irrespective of gender, sexual orientation, ethnicity and religion. SCDI encourages members of vulnerable communities with suitable capacity to apply for positions at SCDI.

Please check in our website: www.scdi.org.vn for more information about the organization.